

May 17, 2005

E-ORDERS - Attorney Instructions

The court now requires proposed orders to be submitted to the court electronically. Judges and court staff can review and edit documents related to the order. Notes can be sent to the judges regarding the proposed orders, to which the judges may reply, or sign the order electronically. When entered on the docket, the program also attaches a filed and judgment entered date stamp to the signed order.

- ◆ Sua Sponte Orders can be uploaded by chambers.
- ◆ The attorney will be able to track a pending order to determine its status, e.g., Signed or Rejected.

Filing Requirements:

1. **Local Form 2 - Tender of Order Form** is no longer required if the order is submitted electronically.
2. Netscape (Version 7.1) or Internet Explorer is recommended.
3. **Order Format Requirements -**
 - In order for the electronic judge's signature and the court's electronic filed and judgment entered date stamps to work properly, the order PDF file is required to be letter size (8½ in. x 11 in.) and the first page of the Order must have a 3 inch top margin that is white space.
 - At the *end* of the order, insert the following language:

Last page bottom left: This Order has been signed electronically. The judge's signature and court's seal appear at the top of the Order.	Last page bottom right: United States Bankruptcy Court
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 - **No date language or signature line should appear at the end of orders submitted electronically.**
 - Only files with a .pdf extension can be uploaded.
 - If Adobe Acrobat Writer version 3 or 4 is being used to convert orders to pdf, the orders should be prepared using the Courier, Helvetica, or Times New Roman fonts (regular, bold, italic, and bold italic). If Adobe Acrobat Writer version 5, orders should be prepared using the Arial, Courier, or Times New Roman fonts (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

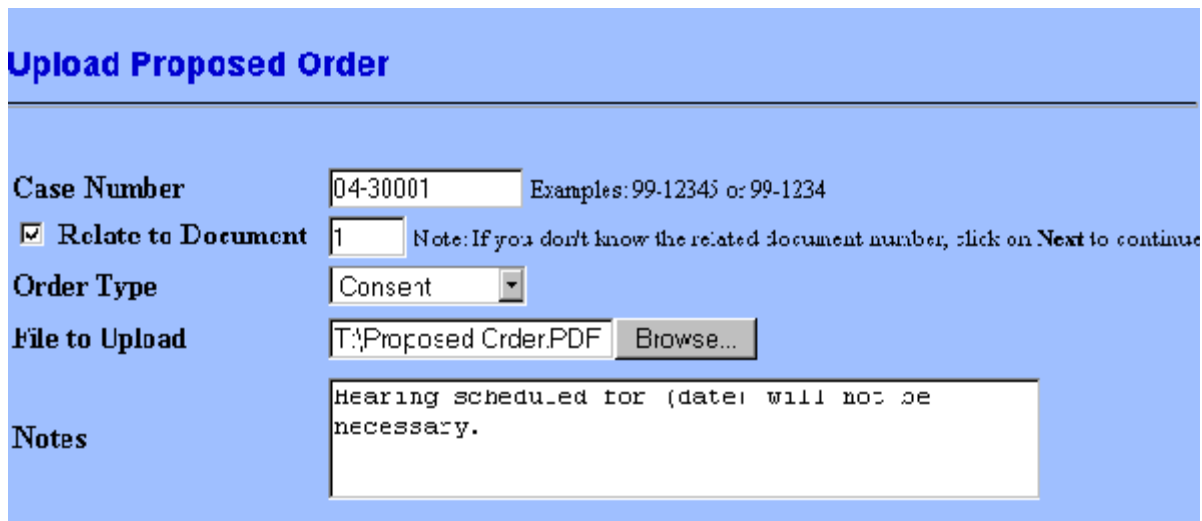
3. **Proposed *ex parte* orders must be submitted separately from the motion.**
4. **Do not tender the proposed order prior to the expiration of the notice period. The court will add 3 days for mailing to the period given in the motion/notice. Proposed orders tendered prior to expiration of the notice period and three-day mailing period will not be processed, and will have to be resubmitted once the notice period has expired.**
5. **Proposed consent orders are required to be submitted electronically. The image does not need to contain the signature(s) of consenting parties. Submission of a proposed consent order deems the consent of all interested parties. (See Administrative Order dated January 13, 2003.)**

Uploading a Proposed Order

To submit a proposed order electronically:

Click on: **Bankruptcy - Upload Proposed Order**
 Adversary - Upload Proposed Order

- ▶ Enter case number.
- ▶ Check the box if order is related to a pending document.
- ▶ Enter related document number. (To find the related document number, click **Next** to continue. This will run the case docket; select the appropriate document).
- ▶ Select Order type: Ex Parte, Amended, Consent, Hearing Held, No Protest and Other. Browse and attach the pdf image of the proposed order.
- ▶ A note to the court staff or judge may be added, if applicable. (Not required)
(See Figure 1 below to view screen appearance)



The screenshot shows a web form titled "Upload Proposed Order" in a blue header. The form fields are as follows:

- Case Number:** A text input field containing "04-30001". To its right, text reads "Examples: 99-12345 or 99-1234".
- Relate to Document:** A checkbox labeled "Relate to Document" is checked. Next to it is a text input field containing "1". To the right of this field is a note: "Note: If you don't know the related document number, click on **Next** to continue".
- Order Type:** A dropdown menu with "Consent" selected.
- File to Upload:** A text input field containing "T:\Proposed Order.PDF" and a "Browse..." button.
- Notes:** A large text area containing the text "Hearing scheduled for (date) will not be necessary."

Figure 1

- ▶ Click **Next**.
- ▶ A screen confirms the order was uploaded successfully.
- ▶ Click on "Upload Additional Order" for filing additional orders.

Checking Status of Proposed Order

An attorney can check the status of a proposed order at any time after uploading.

Click on: Reports

Click on: Proposed Orders

- ◆ The report will only display orders that have been electronically submitted by the attorney logged into ECF. (See Figure 2)

Proposed Orders				
Order	Case	Related	Submitted	Status
Consent	04-30001 <i>Smith</i>	1	08/03/2004 King, Brent	Uploaded
Consent L	04-30001 <i>Smith</i>	1	08/03/2004 King, Brent	Uploaded
Ex Parte	03-50012 <i>Arthur The Rabbit and Maria The Explorer</i>	2	06/18/2004 King, Brent	Stamp Error

Figure 2

See the different columns and status of Orders below:

Order - Displays the document number, a pdf image of the proposed order and order type. The order types are: Ex Parte, Amended, consent, Hearing Held, No Protest, Other.

Case - Includes the Case number (hyperlink to docket report) and case name.

Related - Displays the related document number (hyperlink to the document), to which the order relates.

Submitted - Includes the date submitted electronically and the submitting attorney's name.

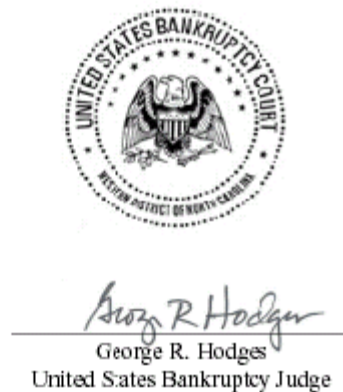
Status - Uploaded, Signed, Rejected or Stamp Error; See Note on the next page concerning Color coding.

1. **Uploaded** - Orders that have been electronically uploaded by an attorney filer or case administrator.
2. **Signed** - Orders that have been signed by the judge.

3. **Rejected** - Orders that have been rejected by the court or the judge.
4. **Stamp Error** - Orders submitted with formatting errors cannot be electronically signed, or affixed with the electronic file date and judgment entered stamp.

Three colors display the status of orders: (**Green**) - Ready for action; (**Orange**) no action has been taken in 3 days. (**Red**) - Stamp Error or Rejected.

The judge's signature and the Filed & Judgment Entered date stamp are affixed to the top three inches of the filed Order. See example below:



Examples of calculating notice period

Notice provides '15 days' for responses.

Motion filed with a certificate of service dated July 1, 2003.

15 days from July 1 = July 16.

Three days for mailing = July 19.

July 19 falls on a Saturday. Therefore, responses may be filed through Monday, July 21.

First day order may possibly be entered is July 22.

Or:

Notice states "responses due by July 28, 2003."

Add three days for mailing = July 31.

First day order eligible for entry is August 1.